



Pearl River Community College

Faculty/Staff/Spouse/Dependent Tuition Waiver Request Form

Term (check one): Fall 2022 Spring 2023 Summer 2023

**** Must be completed each semester AFTER student is registered ****

DEADLINE: Waiver request form must be submitted to the Office of Financial Aid before the first day of the term

Employee Information:

Name		ID #	
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Department/Office: _____	
Employment must be verified by Supervisor:	Supervisor Signature: _____ Date: _____		

If the student is your **spouse**, please complete this section: **You may be asked to provide a copy of your marriage license.**

Name		ID #	
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If the student is your **dependent**, please complete this section: **You may be asked to provide documentation of dependents.**

Name		DOB		ID #	
Dependent's Marital Status	<input type="checkbox"/> Single (never married) <input type="checkbox"/> Married <input type="checkbox"/> Divorced				

- The value of the employee benefit will equal the amount of tuition/registration and technology fees as established by the College.
- The value of the employee/spouse/dependent benefit will equal the amount of tuition only as established by the College.
- **Please note: part-time employees and faculty 3/5 or higher and their dependents will receive the value of half tuition.**
- Spouse/Dependent benefit can be received for the equivalent of five full-time semesters of enrollment at PRCC.
- Employee and Spouse must be currently married to receive the Dependent/Spouse benefit.
- To qualify for the benefit, a dependent child is one who: 1) is not older than 24 years of age at the time of enrollment, 2) is the biological, adopted or stepchild of the employee, or 3) the employee has legal custody of the dependent.
- A minimum of 2.5 GPA is required for each semester of enrollment. A failure to earn the minimum GPA will result in one probation period. A failure to meet the minimum GPA requirement for subsequent terms will result in a loss of the tuition waiver. Once suspended, students must demonstrate a minimum term GPA of 2.5 at personal expense to regain eligibility.
- This benefit may not be used with academic scholarships unless the student demonstrates a remaining term balance.
- This benefit will be adjusted to meet direct costs, books, and supplies only.
- This benefit can be used for Middle College students.

Employee Signature: _____ **Date:** _____

*** Office of Financial Aid Use Only ***

Sem. Rec'd		GPA		Current Hours		Waiver Amount		Initials		Date Entered	
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Probation Effective Term		Suspension Effective Term		Max Effective Term		Cleared from Susp. Term	
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Updated 2/08/2023.